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Professor of secondary mathematics education

September 21, 2015

Dear Cooperating Teacher:

Thank you for agreeing to mentor a beginning teacher of Secondary Mathematics from the University of Rhode Island this school year. We know opening your school and classroom to a beginning teacher is a generous and highly professional action to support the next generation of teachers. Please know URI honors and acknowledges your dedication and professionalism. We look forward to being educational partners with you in this endeavor. In this spirit, I am writing to you to share information about our teacher education program and to invite you to communicate openly and often with me to support the professional development of a highly qualified beginning teacher.

Your student teacher will be calling you very soon to set up a weekly practicum schedule for the fall and to begin to prepare for student teaching this coming spring semester.

Fall 2015 pre-student teaching practicum: September 14 - December 4, 2015

Spring 2015 dates Student Teaching:

a) High School only: January 27 - May 6, 2016;

b) Middle School and High School: Jan. 21 - March 18, 2016 and March 21 - May 6, 2016

Attached you will find important information to help you mentor and supervise your URI student teacher. These include:

1. This letter
2. Your contact information sheet—**Due end of September**
3. Fall 2014 EDC 430/431 syllabus including RIPTS and NCTM teacher standards
4. EDC 430 Methods Unit Plan task
5. EDC 431 Practicum Checklist and Attendance Log—**due December 4th**.
6. Pre-student Teacher Evaluation based on RI Professional Teacher Standards—**Due December 4th**. This evaluation is due on Taskstream.

The Office of Teacher Education is responsible for setting up the student teaching placements, processing your stipend for working with a student teacher, and ensuring your student teacher has met requirements for placement in your school and for initial teacher licensure (Background Criminal Investigation, TB test, application to student teach, passing scores on teacher licensure exams, etc.). The staff in this office can be reached at (401) 874-5930 or (401) 874-5252, FAX (401) 874-9102, email agkammerer@mail.uri.edu (Mrs. Annie Kammerer) in 701 Chafee, Kingston, RI 02881. Their website is http://www.uri.edu/hss/education/index_ote.html

All Rhode Island teacher education candidates must demonstrate adequate pedagogical and content knowledge prior to beginning student teaching by submitting a passing score on the Praxis II: PLT and Praxis II: Mathematics Content tests. If the teacher candidate is unable to pass these tests by December 2015, he/she

will not be able to student teach at your school in Spring 2016. The Office of Teacher Education and your teacher candidate will communicate with you about this if it becomes a concern.

In the fall of 2015 student teachers will spend a minimum of 40 hours in the field. If student teachers are placed in both a middle school and a high school, they will spend at least 20 hours in each placement.

To support you and the student teacher we have put together a Secondary Education Practicum Handbook on line in the form of a Wikispace at the following address: <http://sedc-practicumhandbook.wikispaces.com>. I hope that you will find this a useful resource. Make sure to view the page for Cooperating Teachers as well as the pages for EDC 431 (pre-student teaching in fall) and EDC 484 (student teaching in spring). You will be able to find downloads of the files that I have sent you on this page as well: <http://edc430-03.wikispaces.com/Cooperating+Teacher+Documents>

In my role as coordinator of the mathematics teacher education program at URI, I am responsible for the academic advising, methods education, and supervision of your student teacher. If you ever have any questions, concerns, or feedback, please do not hesitate to contact me at 874-4191 or e-mail me at degrootc@uri.edu. We will be asking you to submit your evaluations on-line via a service called TaskStream. Information about this will follow shortly. I look forward to working and learning with you and our teacher candidates this year.

Sincerely yours,

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